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A G E N D A

Career Service Panel

6 March 1967

0900 hours
Room 607 - Conference Room

1. Review of minutes of 6 February 1967.
- 25X1A9a 2. Promotion Actions.
[REDACTED]
- 25X1A9a 3. Mid-Career Course Candidates.
[REDACTED]
4. Discussion on Release of ORD Career Service
Panel Procedural Information to the Staff.
- 25X1A9a 5. Competitive Evaluation of GS-12s.
- 25X1A9a 6. Initiate promotion action on [REDACTED]
from GS-12 to GS-13.
[REDACTED]
7. CSP Actions on Quality Step Increases.
8. CSP Meeting Date for April.

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CAREER SERVICE PANEL
Minutes of the Meeting
6 March 1967

Attendees:

Chairman

25X1A9a

25X1A9a

Recording Secretary

25X1A9a

1. [REDACTED] Chairman called the meeting to order at 1435 hours.

25X1A9a

25X1A9a 2. [REDACTED] requested Item 6 (c) line 2 under Assignment be changed to read [REDACTED]/P-C.

Minutes for 6 February 1967 were then approved.

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3. [REDACTED] had no promotion actions to report.

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4. An administrative ruling was made by the Chairman that Item 3 on the CSP Agenda for 6 March be taken off because action had already been taken on selecting nominees for the Mid Career Course. Primary candidate was [REDACTED] with [REDACTED] as alternates. [REDACTED] was chosen for the April class.

25X1A9a

5. [REDACTED] moved that the CSP Charter, plus a covering letter summarizing the CSP activities since June 1966 up to the present time be circulated to the ORD staff. [REDACTED] seconded the motion. Vote was unanimous.

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6. Discussion followed on CSP action in regard to Quality Step Increases. [REDACTED] reported that Mr. Robert M. Chapman, D/ORD feels that the CSP should review all requests for Quality Step Increases.

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6. (Continued)

The Chairman stated that these QSI requests can be submitted at any time. He asked that these requests be submitted in the form of a memorandum written to the D/ORD with an approval line for the D/ORD signature at the bottom of the memorandum. This memorandum should then be routed through the AO/ORD and DD/ORD who will present it for review to the CSP. The approval or disapproval of the CSP will be noted on the pink buck slip attached to the memorandum and forwarded to the D/ORD.

25X1A9a

7. The CSP was informed by the Chairman that [REDACTED] had been approved by the D/ORD for a Quality Step Increase.

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8. [REDACTED] informed the CSP members that the promotion action form used in the past would no longer be needed. He asked all Division Chiefs to prepare a memorandum to D/ORD recommending promotions, whether they are professional or secretarial, with an approval line on the bottom for Mr. Chapman's signature. These promotion actions should be routed through the AO/ORD, who in turn will see that these requests are routed through DD/ORD and D/ORD. In the case of secretarial promotions, these requests will be forwarded to the Special Administrative Panel.

25X1A9a

9. The Chairman reported that the next CSP meeting would be scheduled for 3 April 1967. He stated that he would be unable to attend and asked [REDACTED] to chair this meeting.

10. Competitive Evaluation of GS-12s is as follows:

| NAME | DIVISION RATING | REVIEWER'S RATING | CSP RATING |
|---------|-----------------|-------------------|------------|
| 25X1A9a | B | B | B |
| | A | B | B |
| | B | C | B |
| | A | C | B |
| | B | A | A |
| | B | B | B |
| | B | B | B |
| | B | B | B |

25X1A9a

11. [REDACTED] moved that the CSP approve the procedure suggested by the Chairman, CSP to the effect that when he is asked to break a tie he will go along with the Division rating or opinion. Motion seconded by [REDACTED] Motion passed.

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12. Promotion action on [REDACTED] was then discussed. The Chairman explained that this promotion was out of the normal time but stated that [REDACTED], when hired for ORD, had been promised a promotion soon after he came into ORD. This was done with the concurrence of the front office.

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12. (Continued)

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There was discussion as to whether a Fitness Report should be written. [REDACTED] stated that in this particular case he felt that ORD should write up a Fitness Report covering the time from 1 November through 17 March 1967.

In the case where a Division Chief was recommending a man for a promotion and he did have a current Fitness Report but it was his desire to upgrade or update the previous Fitness Report, there is no regulation against doing so.

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[REDACTED] moved that [REDACTED] be recommended for promotion from GS-12 to GS-13. Motion was seconded by [REDACTED].
Vote unanimous.

25X1A9a

13. [REDACTED] raised the question of the new procedure of rating and reviewing on Fitness Reports for secretaries. The Chairman stated that he and Mr. Chapman felt that they were not in a position to review these reports. They felt that the secretaries should be rated and reviewed within the Division itself. It was requested that the Deputy Chief of the Division rate the secretaries and the Division Chief review. If a Deputy Chief has not been designated within a Division, the Division Chief should designate the individual he wishes to rate the secretaries.

14. Meeting adjourned at 1630 hours.

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[REDACTED]

Executive Secretary, CSP

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APPROVED:

[REDACTED]

Chairman

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